

Wirral JSNA Executive Board
Terms of Reference (November 2011)

1 Background

The Local Government and Public Involvement in Health Act (2007) placed a duty upon Local Authorities and Primary Care Trusts to work together to produce a Joint Strategic Needs Assessment (JSNA) for their local population.

The 2011 Health & Social Care Bill proposes placing Health and Wellbeing Boards on a statutory footing and ascribing specific new functions to them, in addition to joining-up the NHS, social care, public health and other local services.

2 Purpose of the Executive Board:

Wirral's early implementer Health and Wellbeing Board will be required to lead the continued development of the local Joint Strategic Needs Assessment (JSNA) to provide a strong information and intelligence system.

The Health and Wellbeing Board will also lead on the development of a Joint Health and Wellbeing Strategy (JHWS) which is underpinned by the JSNA. Subject to agreement of the Bill, a legal obligation will be placed on NHS and local authority commissioners to refer to the JSNA and to have regard to the JHWS in exercising their commissioning functions.

Therefore the purpose for Wirral's JSNA Executive Board is to give strategic direction and overall programme management to the JSNA process so that it meets current and future demands.

3 Aim of the Executive Board:

- 3.1 JSNA Executive Board will lead the ongoing development and utilisation of robust joint intelligence and strategic needs assessment (JSNA) to inform strategic planning and strategic commissioning of services in Wirral through Wirral's Health & Wellbeing Boards Joint Health & Wellbeing Strategy

4 Core Objectives:

- 4.1 Ensure the development of the JSNA directly supports the production of the Health & Wellbeing Strategy for Wirral
- 4.2 Influence local leadership to embed JSNA within processes for the planning and coordination of local services and support key commissioning and service provision decisions (local structure)
- 4.3 Improve the co-ordinated approach to commissioning activity, across Council departments and partner organisations through the utilisation of the JSNA.
- 4.4 Direct the development and future use of JSNA through the statutory Health & Wellbeing Board.
- 4.5 Facilitate the development of working relationships with GP Consortia and their use of JSNA in the commissioning of services in relation to the Health & Wellbeing Board and the production of its Health & Wellbeing Strategy for Wirral.
- 4.6 Positively influence and develop the working relationships with all local partners and organisations with regard to their systematic use and content development of JSNA specifically the commissioning of services, the future delivery of Wirral's Health & Wellbeing Board and its associated Health & Wellbeing Strategy
- 4.7 Direct the development of opportunities for public and wider community, service users and providers as contributors to Wirral's JSNA
- 4.8 Oversee the development and deployment of joint intelligence and data resources across the health and wellbeing strategy board partners and beyond
- 4.9 Ensures the statutory functions relating to JSNA are met in full and relevant documents are completed and provided in a timely manner.
- 4.10 Promote the benefits of JSNA utilisation to all partners

5 Membership:

- 5.1 Representation will be designated from the following roles and functions:

Role	Function	Suggested representative	Named and briefed deputy
Three statutory lead Directors	Director of Adult Social Services	Howard Cooper	To be added
	Director of Children's Trust	David Armstrong	To be added
	Director of Public Health	Fiona Johnstone	To be added
Partnership Joint Intelligence	Head of Performance and Public Health Intelligence	Tony Kinsella	To be added

lead officer			
GP Consortia	Wirral GP Commissioning Consortia	Paul Edwards Chief Operating Officer	To be added
	Wirral Health Commissioning Consortia	Andrew Cooper Chief Operating Officer	To be added
		Lorna Quigley Chief Operating Officer	
	Wirral NHS Alliance	Ian Stewart Chief Operating Officer	To be added
	GP Lead	To be agreed	To be added
Others	To be added	To be added	To be added
Others	To be added	To be added	To be added
Others	To be added	To be added	To be added
Chair of JSNA Engagement Group	Chief Executive, Voluntary & Community Action Wirral (VCAW)	Annette Roberts	To be added

6 Accountability and Obligations

- 6.1 JSNA is a duty of the Local Authority and NHS under the leadership of the Directors of Public Health, Adult Social Services and Children's Services. This will be exercised through the JSNA Executive Board (and structure) and reporting directly to the Health & Wellbeing Board
- 6.2 Health & Wellbeing Board requires the JSNA Executive Board to support the work in developing the Joint Health & Wellbeing Strategy as a sub committee of the full board. Reporting and accountability will be required to the HWBB on a regular and timely basis
- 6.3 Each Executive Board member is responsible for establishing communication links with their relevant networks around JSNA in an appropriate and timely manner.
- 6.4 Each Executive Board member will ensure decisions relating to the JSNA will be communicated through their sphere of influence and provide officer support in the completion of any associated actions
- 6.5 Each Executive Board member acknowledges that they are entering into these arrangements and will participate in developing the work of the Executive Board on the basis of the demands and necessities of the Health & Social Care Bill and mutual trust.
- 6.6 Each Partner agrees to adopt a policy of mutual openness about information and their intentions relevant to the remit of the Executive Board.
- 6.7 Where decisions of the Board require ratification by other bodies, the relevant Executive Board Member shall seek such ratification promptly following the Board's recommendations.

7 JSNA Programme Management:

- 7.1 The Project Management for Wirral's JSNA is currently led by NHS Wirral through the JSNA Programme Lead. This project management role includes:
 - 7.1.1 Managing the JSNA on a day to day basis on behalf of the Executive Board and wider partners
 - 7.1.2 Through the JSNA Programme Lead ensuring the implementation of the work plan and reporting progress to the Executive Board
 - 7.1.3 Developing the accessibility of supporting information and data sources including linking to the JSNA data group
 - 7.1.4 Ensuring interactive/on-line version remains current to available information

8 Advisory Members

- 8.1 The JSNA Executive Board can call upon officers to be in attendance at meetings as Advisory Members of the Board:

- 8.2 The role of Advisory Members is to advise assist and provide information to the Board and where appropriate participate in discussions at meetings of the Board.
- 8.3 An Advisory Member may nominate a substitute to attend in their place, subject to notifying the Chair before the relevant meeting and that deputy being suitably able to provide the information and analysis seen as required.
- 8.4 The Board may invite any person to the Board's meetings to advise assist and provide information to the Board as it sees fit on a non-voting basis.

9 Designated Task Groups

- 9.1 Task Groups will be established to carry out programmes of work as required by the JSNA Executive Board. These will include:
- 9.2 **JSNA Engagement Task Group** - to ensure the involvement of voluntary, community, third sector, patient and public in the development and interpretation of health and wellbeing joint intelligence.
 - 9.2.1 Membership will include an engagement facilitator from either the Local Authority or NHS Wirral and representatives from LINK and VCAW. Further membership and terms of reference will be developed by the core group.
- 9.3 **Joint Intelligence Group (*formerly Wirral Research & Intelligence Group*)** - to bring together analytical skills from a wide range of relevant organisations to plan and carry out an annual work programme.
 - 9.3.1 Membership will include representatives were possible from Community Safety, Housing, Merseyside Fire and Rescue Service, Merseyside Police, Wirral Drug & Alcohol Team (DAAT), NHS Wirral, Wirral University Teaching Hospital (WUTH), Dept. of Adult Social Services (DASS), Children and Young People's Department (CYPD), Neighbourhood Management and other organisations able to contribute to the data and information requirements of the JSNA.
- 9.4 The Task Groups will designate a representative/s as Chair/Deputy Chair of the Task Group to carry out the following tasks:
 - 9.4.1 Ensure agendas, minutes and meetings are arranged efficiently and papers (pre/post) are circulated to Task Group members accordingly.
 - 9.4.2 Arrange for minutes from the Task Group to be provided to the administrator for the Executive Board for distribution to Board members
- 9.5 All Task Groups should have Terms of Reference established and in case of task and finish groups then the clear identification of end date/ completion tasks. Membership must always reflect the coverage of JSNA across partners and other organisations as appropriate and possible.
- 9.6 Attend the JSNA Executive Board as requested by the Board to consider specific aspects of the JSNA work plan and raise issues agreed with the Task Group / ensure ongoing communication between the groups and feedback on work plan progress.

10 Public Statements

10.1 Public statements on behalf of the Executive Board can only be made by the Chair and with the prior approval of the Executive Board. Where that is not possible for reasons of time or expediency, any such actions taken by the Chair shall be reported to the next meeting of the Board.

11 Administration:

11.1 Minutes will be taken by an NHS Wirral administrator and will be distributed within two weeks of the meeting.

11.1.1 This will include:

11.1.2 Attending to take minutes of the meeting;

11.1.3 Keeping a record of matters arising and issues to be carried forward to the next meeting;

11.1.4 Providing appropriate support to the Chair;

11.1.5 Collating papers for meetings, circulating them before the meeting;

12 Executive Board Governance

12.1 Frequency of meetings:

12.1.1 Initially Meetings will be held once every six weeks with ad hoc meetings being held if necessary.

12.1.2 Following this initial development period meetings will revert to being held once every three months but with the proviso of ad hoc meetings if necessary.

12.1.3 Task Groups will meet as determined by their work programmes.

12.1.4 Meetings will be held at NHS Wirral - Old Market House unless otherwise agreed by Executive Board members

12.2 Chairing of meetings

12.2.1 Meetings shall be chaired by Director of Public Health

12.2.2 In the absence of the nominated chair one of the other two directors shall chair the meeting

12.3 Attendance at meetings:

12.3.1 Members are expected to attend meetings as far as possible. If they are unable to attend they are expected to send a fully briefed named deputy as their representative to ensure their area of expertise is reflected on the Executive Board. (See table on page 2)

12.3.2 Other colleagues will attend the meeting by invitation as required.

12.4 Quorum

12.4.1 A minimum of four members will need to be present for the meeting to be considered able to decide on matters.

12.4.2 The membership should include at least:

12.4.2.1 One of the three directors of public health, adult social services or children's services as chair or deputy

12.4.2.2 One of the GP Consortia lead officers or GP leads

12.4.2.3 One of representatives of Health Information team

12.5 Declaration or conflict of interest

12.5.1 Members must declare any conflict of interest in a matter being considered by the Executive Board, that

12.5.1.1 Arises from their personal circumstances, or

12.5.1.2 Arises in respect of the Partner which they represent.

12.5.2 Any Executive Board member who declares an interest or conflict of interest may, at the discretion of the Chair,

12.5.2.1 Be required to leave the meeting while the matter is discussed; or

12.5.2.2 Remain in the room but not participate in the discussion;

12.6 Leaving the Board

12.6.1 A Board Member shall cease to be a Member of the Board if:

12.6.1.1 He or she resigns;

12.6.1.2 The Partner notifies the Board of a change of representative; or

12.6.1.3 The Partner ceases to exist.

12.6.2 Should any Partner wish to withdraw from the Board, six months notice must be given in advance to the Chair of the Board.

12.7 Access to Meetings

12.7.1 The JSNA Executive Board is NOT a public meeting and as such is not open to public to attend

12.8 Alterations to the Terms of Reference

- 12.8.1 The Executive Board will have flexibility to amend the terms of reference as and when agreed at meetings, up to and including 12 months from its first meeting in 2011.
- 12.8.2 Thereafter and subject to the following provisions, the Terms of Reference and associated documentation may be altered at a meeting of the Board.

12.9 Dissolution

- 12.9.1 The Board may be dissolved where:
 - 12.9.2 The Members have agreed at a Executive Board Meeting that the Board should be dissolved; and
 - 12.9.3 Where the Members have agreed a detailed exit strategy which addresses adequately all the consequences of dissolution including:
 - 12.9.3.1 The relationship with Wirral's Health & Wellbeing Board
 - 12.9.3.2 The relationship with service providers
 - 12.9.3.3 Any financial impact of dissolution
 - 12.9.3.4 All other relevant issues, including the need to ensure continued compliance with relevant statutory provisions
 - 12.9.4 Where the Members have agreed to ensure that the minimum of disruption is caused to service users in Wirral by the dissolution

12.10 Review

- 12.10.1 **Terms of Reference** will be reviewed after 6 months and thereafter at least annually.
- 12.10.2 **Membership** will be reviewed after 6 months and thereafter at least annually.
- 12.10.3 **JSNA Work Plan** will be reviewed after 3 months and thereafter at least every 6 months.
- 12.10.4 **Full JSNA** will be reviewed at least annually.
- 12.10.5 **Sections of the JSNA** will be reviewed as and when new information becomes available and version control will be maintained
- 12.10.6 **Chair** will be confirmed annually at a meeting of the Executive Board.